- For Pre-Audit questions, please be sure if you address the email to one of us that you copy the other, in case one of us is out of the office: elaine.barker@iowa.gov / elise.mullen@iowa.gov.
- The Subject Line is the first thing the recipient sees. It is very important to associate the "subject line" to the email message. The subject line is also used frequently to search on a specific subject matter and/or employee name/issue. Subject Line Examples:
    - ▫ Employee first/last name
    - ▫ Grievance/Arbitration: EE name/Grievance #
    - ▫ Attached file name
    - ▫ Specific problem/issue topic
- The content of the email should be based on the subject matter. If the message contains unrelated questions they may get overlooked.

EMAIL EXAMPLE:

From: Barker, Elaine [DAS]
Sent: Friday, February 03, 2012 2:25 PM
To: Jane Doe
Cc: Mullen, Elise [DAS]
Subject: John Baker's Step Increase Date

Hi Jane,

I was reviewing John's new hire P1 and see that the Budget Analyst 3, class 00723, is AFSCME-covered. New employees hired into an AFSCME-covered class, regardless of what day in the pay period they start, always receive the earlier step increase date, which in this case is 7-20-2012. I'm going to change the Step Increase date to 7-20-2012 so I can approve the P1.

Thank you,

Iowa Department of Administrative Services

Government's Partner in Achieving Results

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